



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Executive Department Legal Division Room 201 State Capitol Atlanta, Ga. 30334	Application Number 77-298	
Application Number		Date Received SEP 22 1977	Date Completed OCT 4 1977
2. Person to Contact Wanda William		Working Title Secretary	Telephone Number 656-1790
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-84 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest To Date		5. Records Series Title (followed by title used in office; if different) Legal Division Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of State. The Division prepares all executive orders, minutes and other executive documents; prepares, drafts, and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; and represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials and resignations, and bonds of public officials.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the operations and documenting the activities of the Legal Division of the Executive Department. Included are: correspondence, memos, reports and supporting papers between the Governor and/or Legal Counsel and officials of other state agencies, local officials, private persons and organizations within Georgia and out-of-state, reports, minutes, membership lists of various boards, commissions, councils, and materials relating to bonds. File is arranged: alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Archives has determined this series has historical value.

12. Approved Disposition Instructions - This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other SEE BELOW then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off files at end of term of Governor; then retire to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/21/77	<i>[Signature]</i>	9/21/77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	9-29-77
		Secretary of State/Designee	9-27-77
		Attorney General/Designee	10-3-77